

# Sunday Service Team Leader



## Role Description

<b>Vision:</b> What's it about?	To <i>oversee the</i> opening and closing of church for Sunday services, the setting up of the service, ensure a good welcome to all attending and the smooth running of the main Sunday morning services. Also to encourage good relationships and growing discipleship within the team.		
<b>Skills and Qualities Required:</b> Can I do it?	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Good organisation and communication.</li> </ul>	<b>Desired:</b> <ul style="list-style-type: none"> <li>• Gentle encouragement</li> <li>• Good at connecting with new people.</li> </ul>	
<b>How much time does it take?</b>			
<b>Preparation Time:</b>	None.	<b>When you need to be available:</b>	8:45am-11:45am one Sunday a month.
<b>Is there a Trial Period available?</b> Yes. You could shadow someone to see what is involved.			
<b>What is involved:</b> <i>Refer to the Wardens' handbook for details.</i>	<p>Where it says, 'ensuring' these tasks could be delegated on the day.</p> <ul style="list-style-type: none"> <li>• Ensuring the church is properly opened up and set up ready for the service.</li> <li>• Ensuring the correct orders of service booklets and hymn books are available, along with notice sheets and that the sides person is in place to welcome people and give out the booklets.</li> <li>• Ensuring the sound system is turned on ready for the start of the service.</li> <li>• Ensuring the correct hymn numbers are placed in the boards.</li> <li>• Ensuring that the readings are set up on the lectern and that the readers and intercessors have turned up.</li> <li>• Checking that those setting up for Communion and after service refreshments have everything they need.</li> <li>• Making sure new people are especially welcomed and understand what is going on during the service. Also, welcome late comers.</li> <li>• Ensuring a count of those attending is taken</li> <li>• Ensuring the church is left clean and tidy and properly locked after the service.</li> <li>• Trouble shooting any other issues or problems that may arise and ensuring that others understand and are carrying out their roles.</li> <li>• Recording and reporting any issues, suggestions or problems, with particular attention to being welcoming, health and safety and safeguarding.</li> <li>• Liaising with the church wardens and vicar.</li> </ul>		
<b>How does it grow you?</b>	<ul style="list-style-type: none"> <li>✓ Get to know others in church.</li> <li>✓ Grows your pastoral and organisational skills.</li> </ul>		
<b>Training Requirements:</b>	<ul style="list-style-type: none"> <li>✓ <i>Basic Safeguarding</i></li> </ul>		

Leadership Level / faith:	Relevant Policies / Training:	Enhanced DBS Check required:
<input type="checkbox"/> Overseer	<input type="checkbox"/> Data Protection / Privacy	<input type="checkbox"/> Children
<input checked="" type="checkbox"/> Team Leader	<input checked="" type="checkbox"/> Health and Safety	<input type="checkbox"/> Vulnerable Adult
<input type="checkbox"/> Helper	<input type="checkbox"/> Financial Risk Assessment	<input type="checkbox"/> Without Barring
<input checked="" type="checkbox"/> Practicing Christian	<input checked="" type="checkbox"/> Safeguarding	<input type="checkbox"/> With Barring